

The Interview

A Chance to Take a Closer Look!

The Interview

Interviewing is your opportunity to:

Educate the volunteer about your organization and its mission and determine if potential volunteer “fits” your organization’s needs.

1. Explain how the volunteer position fits in your agency’s mission and goals
2. Review Job Description
3. State specific requirements/information not in Job Description
4. Assess the skills and abilities of the potential volunteer
5. Follow up on questions from the enrollment application form (background checks, references, etc.)
6. Your opportunity to accept or decline a potential volunteer
7. Expand upon the volunteer position, “sell” your need/s – eye to on-going work and promotions
8. Get to know more about the volunteer
9. Assess their commitment level
10. Determine what is motivating the volunteer (for successful retention)
11. Establish a file on your potential volunteer for current or future use (or declined) – Document, Document, Document!

TIP: Have a list of questions to ask based on the application, references, background checks, etc.

The Interview should fit the job - Give enough time

1. 45 minutes to 1 hour for long term/complex job
2. 5 – 30 minutes for short term/simple jobs

Create a safe environment - use a private space.

A
Volunteer
Management
Tip From:

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